

## **Lebanon Board of Finance**

**Minutes of May 20, 2014**

### **Regular Meeting**

Members present: Liz Charron, Chairman, Betsy Petrie, David Scata, Meghan Bruce, Joan Merritt, Greg LaFontaine

Absent: Phil Johnson

Alternates present: Diane Malozzi, Joan Merritt, Ed Tytor

Also present

Veronica Calvert, Finance Director

#### **Item A. Call to Order**

The meeting was called to order at 7:01 p.m. by L. Charron. Ed Tytor to sit for Phil Johnson.

#### **Item B.**

Executive Session – Executive session to discuss Barbara Richardson Crouch versus Town of Lebanon litigation

Following discussion with Joyce Okonuk it was determined that no Executive Session was needed. The settlement amount of \$75,000.00 has already been agreed upon.

#### **Item C. Minutes April 15, 2014 Regular Meeting**

Meghan Bruce made a motion to accept the minutes. Seconded by Betsy Petrie. The following corrections were noted on page three paragraph five change failed to passed. Page four 2<sup>nd</sup> paragraph remove one “0”. Motion passed with David Scata abstaining.

#### **Item D. Correspondence**

None

#### **Item E. Public Comments**

None

#### **Item F. Monthly Town Reports for Fiscal Year 2013-2014 Expenditures, Revenue, TIP/SIP, Contingency Balance, and Fund Balance**

Veronica noted that she should be receiving the invoice for the state trooper soon. Greg Lafontaine noted that there are some significant amounts remaining in some departments. Veronica has already contacted the various boards and departments asking if any adjustments will need to be made. Veronica has had a 50/50 response. TIP was discussed. Veronica will research questions regarding computer line items. Discussion also centered around the amount

for the website line item. The Board of Selectmen will be invited to next month's meeting to discuss the amount of the DPW renovation project as the total of the line items is above the \$5,000 authority threshold. Other expenses were discussed.

#### Item G. New Business

1. Consider and act on personnel settlement agreement.

The Board of Selectmen have come to an agreement on Barbara Richardson Crouch versus Town of Lebanon litigation. The amount of the settlement is \$75,000.00. In the agreement it is clearly stated that taxes are solely the responsibility of the employee. A 1099 will be issued to the former employee. There was a discussion on how to code this transaction. This is a legal settlement so it does not have to go to Town Meeting. It was decided to set up a sub account under the Legal line item to clarify what this payment was for.

Greg Lafontaine made a motion to authorize the one time over expenditure from account 400 (Legal Expenses), sub-account legal settlements in the amount of \$75,000.00. Seconded by Meghan Bruce. Motion passed unanimously.

2. Consider and act on the purchase and installation of an automatic door opening system at the Senior Center.

Darcy Battye explained the need for this system. \$5,475.00 was approved by the Board of Selectmen. Discussion of accessibility and compliance with ADA regulations was discussed. Question if competitive bids were obtained. The bay heaters at the Fire Safety Complex were discussed as they were removed from the capital budget for FY2014-2015 and were to be funded from TIP. The Board discussed if the bay heaters should be funded prior to any new TIP projects; however, at the time of the meeting, no RFP had been completed for final figures for the bay heaters.

Ed Tytor made a motion to authorize up to \$5,500.00 for installing an automatic door opening system at the Senior Center funds to come from TIP. Seconded by David Scata. Motion passed unanimously.

3. Discuss and act on setting the FY 2014-2015 mil rate for the Town of Lebanon

Veronica Calvert reported that there will be some additional revenue which will not affect the mil rate.

David Scata made a motion to set the mil rate for FY 2014-2015 at 28.2. Seconded by Greg Lafontaine. Motion passed unanimously.

4. Information for the BOF – status of tax collector legal fees for Fiscal Year 2014

The Tax Collector had requested \$33,000.00 over expenditure in legal fees this fiscal year. The Tax Collector only expects to use \$24,000.00 this year. The Tax Collector will come to the Board of Finance in July if more funds are needed for FY 2014-2015.

5. Information for the BOF – Library building fund

Veronica has discussed with the auditor the different sources of revenue if donations come in for the library building project. The Board consensus was that it was premature to set up an account before the project is approved.

6. Information for the BOF – corrective action plan for 2013 audit.

Validation of corrective action plan was discussed. The policies and procedures suggested by the auditor are in place. There was discussion of review process and who would be responsible for ensuring that items are remediated prior to the town auditor working on the FY 2014 town reports. Fixed asset list is being worked on by Veronica.

7. Discuss budget process. Several suggestions and observations were made by the Board. Joan Merritt thanked all the members for all the work that is done on the budget. There seemed to be too many meetings this year. Question of meeting earlier with the Board of Education. BOF could possibly meet on a couple of Saturdays. Discussion of number of people at public meetings. Discussion of living within our means. Discussion of sustaining big projects. Respect for all members on all boards. Perhaps curtail presentations – time limit. Discussion of processes for salaries for Town employees. Need to prioritize spending.

H. Other

Liz Charron reported that she had recently attended Board of Education meetings. Liz gave an update on some items that they are considering. The impact on revenue and expending due to the contract with the Town of Franklin was discussed. Pay to Play was discussed.

Liz Charron suggested a Policies and Procedures meeting possibly be held on June 9<sup>th</sup> if possible.

Meghan Bruce made a motion to adjourn the meeting. Motion was seconded by Betsy Petrie. Meeting adjourned at 10:00 p.m.

**Respectfully Submitted,**

**Kathleen E. Chapman**

**Board of Finance Clerk**